



## OFFICE MEMORANDUM

**DATE:** June 20, 1997

**TO:** District Engineers  
TSC Managers  
District Field Engineers  
District Construction Engineers  
Resident/Project Engineers  
District Materials Supervisors/Engineers

**FROM:** Paul F. Miller  
Engineer of Construction  
Construction Division

Calvin Roberts  
Engineer of Materials and Technology  
Materials and Technology Division

**SUBJECT:** Joint Construction Instructional Memorandum 1997-I  
Bi-Weekly Construction Progress Report

The purpose of this memorandum is to inform all offices to discontinue use of the old Form 1102A (revised 10/89). The proper form to be used is 1102A (revised 1/93). Please note the distribution on the 1993 revised form. ***It is no longer required to send a copy of the final report to Records and Reports.***

A copy of the Bi-Weekly Construction Progress Report, Form 1102A (revised 2/93), is attached.

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of Construction \_\_\_\_\_ Engineer  
Engineer of Materials and Technology

PFM:CR:GCT:srh

Subject Line: Forms

cc:	Lansing Construction Division Engineers	H. Linne	MAPA
	Lansing Construction Division Technicians	R. Knapp	MCPA
	Engineering Services Division	R. Beckon	MCA
	M & T Division	P. Rang	MAA
	Design Division	FHWA	
	G. Taylor	AUC	
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